

City of Seattle
CITIZENS' TELECOMMUNICATIONS AND TECHNOLOGY
ADVISORY BOARD

Meeting Minutes (Draft)
April 13, 2010

Attending:

Members: Ted Schmitt, Vice Chair Daniel Carrillo, Jr. Tom Kee Fran Clifton William Pugh Jac de Haan	Public: Ken Meyer John Glockner, Puget Sound Access Staff: David Keyes Bruce Blood Gary Smith, Law Department
Absent (Excused): John Neuharth, Karen Manuel, Richard Huff, Stuart Maxwell	

1. Call to order: Ted Schmitt, Vice Chair – called the meeting to order at 6:15 p.m. There was a motion to approve the agenda - agenda was approved. Schmitt motioned to approve the March Retreat minutes – motion was approved. Since the Chair was excused, there was no chair report.

Stuart was unable to attend the meeting at last minute, so there was no device to record the meeting. DoIT will work with Stuart on the best way to make sure a device is available to record the meeting.

2. Public Comment – Ken Meyer

Mr. Meyer informed the group that his fundamental interests are the broadband effort and open government. He believes this group should work towards being a model of open gov. Ken also informed the group that Linux festival is coming up in Bellingham. The link is www.linuxfestnorthwest.org

3. Chief Technology Officer Report: Bill Schrier

Bill was unable to attend; there is no report this month.

4. Gary Smith (Open meeting requirements as they relate to CTTAB's work)

See attached document

CTTAB members are conducting city business, and there are laws that apply to the records that they create. The Public Records Act dates back to 1972, it was originated by

a citizen with a strong interest in open government. Any writing by public employees or volunteers is a public record potentially subject to public disclosure.

Gary's answered the following questions and had the following discussions during the meeting.

Is a wiki/blog considered a public record?

The contents of a wiki/blog could be considered a writing and a public record. Law is lagging behind on technology, there is no clear guidance from the courts or legislature on technology.

Gary cautioned against conversations involving a majority of the board over wiki's, blogs.

The Legislature needs to get around to addressing how technology works today and what the laws are in regards to public records. Any communication relating to the Board's work is the conduct of government and so it is a public record.

What about a word document versus a blog, and the revisions made to a document?

If someone was to request all drafts, all revisions are considered public record. If you made five revisions, then you would need to provide all five revisions.

Public meetings?

Anytime a majority of a board meets and takes action – then that meeting is required to be open to the public. Even if the meeting is an informal meeting, for instance at a bar, if it relates to board business, then it may be a meeting that needs to be announced. Email conversations involving a majority of the board could be considered a public meeting.

Subcommittees?

If the subcommittee's discussion or deliberation will constitute decision making – then it is a public meeting. If the subcommittee is less than majority and is working together to gather information and provide advice to the board, then this is okay and not required to be a public meeting.

Another caution: Three councilmembers were working together, then they sent their emails to other councilmembers – after the email was sent to other councilmembers- this could be considered a public meeting. Prior to the email being sent to the other councilmembers, it wasn't considered a public meeting.

Where is the rule for public meetings? RCW 42.30

“The legislature finds and declares that all public commissions, boards, councils, committees, subcommittees, departments, divisions, offices, and all other public agencies of this state and subdivisions thereof exist to aid in the conduct of the people's business. It is the intent of this chapter that their actions be taken openly and that their deliberations be conducted openly.

The people of this state do not yield their sovereignty to the agencies which serve them. The people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know. The people insist on remaining informed so that they may retain control over the instruments they have created.”

What is deliberative process with the public online? What constitutes a public meeting, is there a way to have a virtual public meeting?

Gathering information from the public in an online format is ok, but you want to avoid a discussion about board business between a majority of members outside of public meetings.

CTTAB members discussed that it is easier to have more people participate online and to be able to use different technology than making it downtown for the meeting. This would be an advantage for everyone – give members more time to discuss the issues thoroughly.

Is there anything changing these laws?

Not in the last session. CTTAB will consider using the lobbying arm in the city of Seattle to get clarity this issue.

Does the Attorney General have a stance?

Contact Tim Ford, the Attorney General's Open Government Ombudsman and ask him any questions about open government. His contact information is 360-586-0756.

Is a public record required to be on city property or city servers?

No, it can be on personal computers and emails. Keep all of your CTTAB emails in a folder or make sure you retain any information regarding work/communication done for CTTAB.

Action items from conversation with Gary Smith: CTTAB will write a letter to the legislature and write a letter to Ford.

5. Bruce Blood

- **Public Engagement Portal:** There is a prototype of myseattle.gov, which is expected to roll out in early July. [Follow-up note: This timetable may change with redesign of the Seattle.gov home page]. Since no connection was available, Bruce was unable to demo this, but will for the next CTTAB meeting.
 - The Mayor's Office liked it.
 - The city is using Backbase for myseattle.gov. They are very pleased with the functionality.

- **Open Gov West:** Open Gov West had 275 participants. Very involved audience and good mix of government, developers and public. Conference will happen again next year.
 - One result of the conference is an intent from some of the major cities to work on an open data standard. Bruce indicated that Seattle is still improving, but ahead of the curve compared to most cities in providing data.

6. Update on Board Rules/Vote

According to Board Rules the meeting had a quorum which allowed them to vote on two rules.

4.1 Quorum (4.1 Quorum. At any meeting of the Board, attendance by Board members of forty percent (i.e. 7 of 16) of the total filled Board member slots shall constitute a quorum.)

Motion was made to strike the parenthetical and keep it at 40% - motion was approved.

4.1 now reads: Quorum. At any meeting of the Board , attendance by Board members of forty percent of the total filled Board member slots shall constitute a quorum

4.2C (Rule: Adoption or amendments to the Rules of Procedure shall require at least six (6) affirmative Board votes.)

Motion was made to Strike the parenthetical (6) and change it to 60% of board members. Requires at least 60% of votes of board members. All approved.

4.2 C now reads: Adoption or amendments to the Rules of Procedure shall require at least 60% affirmative Board votes.

7. David Keyes

- There is an opportunity and need for CTTAB to be engaged in adopting the broadband plan.
- Communities online will launch on Thursday (display taking from Seattle.gov). Communities and blogs and wikis are launching a blog as part of that. CTTAB feedback is welcomed.
 - The Community Technology staff (Vicky, the UW Intern Amy Hirotaka, and Nicole are organizing community workshops, which the Board could help on. Staff will let the board know as soon as dates are set.
 - See www.seattle.gov/seattlecommunitiesonline
 - *How will the data stay fresh?* Plan is to have people submit updates and revisions – publishing it on Socrata on a data portal. City staff will update the data set.

- Get Engaged Member – small discussion making it a two year program. April 23rd is the deadline for applications for 2010-11. Applicants can contact current Get Engaged member Daniel with any questions.

8. Committee reports

- **Broadband** – Ted is trying to get up to speed and is reading two books *The Big Switch* and *Residential Broadband*. To facilitate openness and public notice, CTTAB should have a standing public committee meeting on Broadband. Everyone on the committee needs to send Ted their availability and he'll work on scheduling a meeting.
- **Technology Matching Fund (TMF)** – 53 applications were submitted. Each member has read 32 applications and they've cut it down to twenty applications that are a good fit for this year. Everyone will be asked to read the finalist applications by April 30th. There will be a vote on project recommendations on TMF at the next meeting.
- **Public Engagement** – Had a meeting on how to define it. Need clarification from Mayor McGinn on what he wants.

- **Apps for Seattle** –

See Attached Document

CTTAB needs greater clarity on its role to move forward. Primary question for the mayor or council – do they want CTTAB to take lead or provide support? The Board is ready to help.

There was a proposal for a monthly meeting for Apps for Seattle committee – first Tuesday of the month as a standard meeting time.

- **One web day** -did have a meeting – Karen will create a document. Waiting to see if they are going to have it. Tech centers are interested in having this.

9. Board Business

Discussion of which committees get work time at the 2nd Tuesday meeting?

TMF will be done soon. Broadband committee has the most members and needs work, so that will be the focus for the next meeting.

Next Meeting – there will be a discussion with Tony about the Westin

10. Adjourned at 7:55p.m.